

28 APRIL 2014

Maintenance



**AGENCIES & PRODUCTS TO PROVIDE
FOR WEEKLY FLYING SCHEDULE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication is available on the e-Publishing website at www.e-publishing.af.mil for downloading.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 911 MXG/MXOM

Certified by: 911 MXG/CC
(Col. Wendy Deemer)

Pages: 3

This instruction implements AFRPD 21-1, Air and Space Maintenance, AFI 21-101, Aircraft and Equipment Maintenance Management, AFRCI 21-165, Aircraft Flying and Maintenance Scheduling Procedures and Air Force Reserves Command Supplement (AFRCSUP) 1, Aircraft Maintenance Guidance and Procedures. This instruction applies to all 911th Airlift Wing (AW) personnel assigned to Pittsburgh IAP-ARS. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm." Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

1. Responsibilities. 911 MXG Plans, Scheduling and Documentation (PS&D), Quality Assurance (QA), Maintenance Operations Center (MOC), 911 AW Plans and Mobility, and 911 Operations Support Squadron (OSS) Current Operations personnel will be familiar with, and ensure compliance with this instruction.

1.1. **Installation Deployment Officer (IDO)** will notify maintenance PS&D of any deployment requirements when received.

- 1.2. **IDO** will notify maintenance PS&D of deployment dates, number of aircraft required and any pertinent information for the mission that would affect the maintenance operations.
 - 1.3. **911 OSS Current Operations** will have all flying missions loaded in Patriot Excalibur (PEX) at least one week prior to the following weekly schedule deadline.
 - 1.4. **911 OSS Current Operations** will have all flying missions loaded in Global Decision Support System (GDSS) no later than noon every Friday.
 - 1.5. **Quality Assurance (QA) Technical Order Distribution Office (TODO)** will send any electronic Technical Order (T.O.) changes to the PS&D electronic email box no later than noon on Thursday every week.
 - 1.6. **Maintenance Operations Center (MOC)** will provide the scheduling effectiveness report from the prior days schedule to PS&D no later than 0630 every morning.
 - 1.7. **Plans, Scheduling and Documentation (PS&D)** will collect all required information prior to Friday at noon each week (except UTA weekends and information will be collected by noon Sunday) and posted for commanders signatures by 1200L on the Friday or Sunday of UTA's.
 - 1.8. **Operations Group Commander (OG/CC)** will review and electronically sign the weekly schedule prior to 1600L Friday or Sunday of UTA.
 - 1.9. **Maintenance Group Commander (MXG/CC)** will review and electronically sign the weekly schedule prior to 1600L Friday or Sunday of UTA.
 - 1.10. **Wing Commander (AW/CC)** will review and electronically sign the weekly schedule prior to 1600L Friday or Sunday of UTA.
- 2. Plans, Scheduling and Documentation (PS&D) will publish the next weeks flying schedule prior to Friday at 1600L each week or Sunday of UTA's by 1600L.**

STACEY L. SCARISBRICK, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, Air and Space Maintenance, 25 Feb 2003

AFI 21-101, Aircraft and Equipment Maintenance Management, 26 Jul 2010

AFRCI 21-165, Aircraft Flying and Maintenance Scheduling Procedures, 7 Feb 2011

AFMAN 33-363, Management of Records, 1 Mar 2008

Adopted Forms

AF Form 847, Recommendation for Change of Publication, 22 Sep 2009

Abbreviations and Acronyms

AF—Air Force

AFRCSUP—Air Force Reserves Command Supplement

AFRIMS—Air Force Records Information Management System

AW/CC—Wing Commander

GDSS—Global Decision Support System

IDO—Installation Deployment Officer

MOC—Maintenance Operations Center

MXG/CC—Maintenance Group Commander

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PEX—Patriot Excalibur

PS&D—Plans, Scheduling and Documentation

QA—Quality Assurance

T.O.—Technical Order

TODO—Technical Order Distribution Office